



**National Training Center (NTC)
Professional Enhancement Program (PEP)**

**(APPENDIX C) EVALUATION OF CREDIT PRIOR
EDUCATION/TRAINING FORM**

Instructions: To obtain credit for prior education or training, this form must be filled out completely and all supporting documentation must be attached to this request. An evaluation will not be done on any incomplete requests. Complete one form for each request. Students must coordinate requests through their NTC site training point of contact (POC). This form and any supplied supporting documentation will not be returned regardless of the disposition of this request.

Student Name	User ID
Work Location	Student Telephone
Student E-mail	Training POC
POC Telephone	POC E-mail
Course/Module Being Challenged (<i>Use one form for each course.</i>) 1. Number: 2. Title:	PEP Track (if applicable) Name: Note: If request is for supervisor or manager elective credit(s) for a professional or master track, a synopsis of training that correlates directly to the elective topical area(s) <u>must be included as Attachment C</u> . An example synopsis is shown in the Evaluation of Credit Policy.

Information Required for the Evaluation (Students must fill in all blanks, check all boxes, and mark all attachments as specified.)

Note: If any courses being submitted were taken more than seven years ago, use the "Evaluation of Credit for Prior Experience" form.

Course Name	Course Completion Date	Applicable Class Hours

☐ Attachment A: Certificates of completion and/or transcripts for each submitted course (Clearly mark all relevant courses on transcripts.)

☐ Attachment B: Course descriptions and/or syllabi (Clearly mark all topics/sections that demonstrate relevancy to PEP track.)

Additional Comments:

Reviewed and Validated
By:

NTC site training point of contact (POC)

Date:

Send the completed form and accompanying documentation via fax, e-mail, or mail.

Mailing Address:

NTC Registration Dept.
P.O. Box 18041, KAFB
Albuquerque, NM 87185-5400

E-mail

registration@ntc.doe.gov

Fax

(505) 845-4567

